

CAREER OPPORTUNITY BULLETIN



Date: April 14, 2008

Bulletin # 712

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation
P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: April 25, 2008

California Relay Service
TDD 1-800-735-2929

Jobs Phone Line
1-916-653-6995

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #708

- **MAINTENANCE MECHANIC – SIERRA DISTRICT**
- **OFFICE TECHNICIAN (TYPING) (PERMANENT INTERMITTENT) – ADMINISTRATION/
DIRECTOR’S OFFICE/HEADQUARTERS**
- **PARK MAINTENANCE SUPERVISOR – ACQUISITION AND DEVELOPMENT
DIVISION/ACCESSIBILITY SECTION**
- **PARK MAINTENANCE SUPERVISOR – DIABLO VISTA DISTRICT/SILVERADO
SECTOR**
- **PARK MAINTENANCE SUPERVISOR – MARIN DISTRICT/MARIN SECTOR**
- **PARK MAINTENANCE SUPERVISOR – SANTA CRUZ DISTRICT/ROADS, TRAILS,
AND HEAVY EQUIPMENT PROGRAM**
- **PARK MAINTENANCE SUPERVISOR – TWIN CITIES DISTRICT/PRAIRIE CITY STATE
VEHICULAR RECREATION AREA**
- **STAFF COUNSEL III – ADMINISTRATION/LEGAL OFFICE/HEADQUARTERS**
- **STAFF SERVICES ANALYST – COLORADO DESERT DISTRICT**

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

- **STATE PARK PEACE OFFICER (RANGER) – TWIN CITIES DISTRICT/CARNEGIE STATE VEHICULAR RECREATION AREA**
- **STATE PARK PEACE OFFICER SUPERVISOR II (LIFEGUARD) – ORANGE COAST DISTRICT/SOUTH SECTOR**
- **STATE PARK PEACE OFFICER SUPERVISOR II (LIFEGUARD) – ORANGE COAST DISTRICT/NORTH SECTOR**
- **STATE PARK PEACE OFFICER SUPERVISOR II (LIFEGUARD) – SAN DIEGO COAST DISTRICT/NORTH SECTOR**
- **STATE PARK SUPERINTENDENT III – MARIN DISTRICT/MARIN SECTOR**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314.

Only the most qualified candidates will be selected for an interview. All appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (California Statewide Law Enforcement Association – CSLEA)

Positions for voluntary geographic transfers will be filled in accordance with Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

MAINTENANCE MECHANIC (\$3835 - \$4207) – SIERRA DISTRICT

The reporting location for this position is the Maintenance Shop at Empire Mine State Historic Park. The incumbent will be required to perform skilled work throughout the Sierra District. The incumbent will be responsible for, and oversee the daily testing, maintenance, and operation of 11 Water Treatment Facilities located throughout the district. Duties also include operation and maintenance of 9 sewage lift stations and a swimming pool complex; diagnosing and making repairs to electrical systems including pumps, motors, filtration systems, distribution systems, facilities, etc.; maintaining and calibrating nephelometers, chlorine analyzers, chart recorders and S.C.A.D.A. systems; working with state and local health departments, and performing data entry into the CAMP program. This position is required to routinely work in inclement weather and at altitudes up to 8,400 feet. The incumbent's work schedule will be Wednesday through Sunday from 7:00a.m. to 3:30p.m. **Possession of a T2 Water Treatment Operator license is required. Please provide proof of eligibility with application. State housing is not available.** For further information regarding this position, please contact Graham Payne at (530) 525-4508.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

**OFFICE TECHNICIAN (TYPING) (PERMANENT INTERMITTNET) (\$15.50 - \$18.83) –
ADMINISTRATION/DIRECTOR'S OFFICE/HEADQUARTERS**

The reporting location for this position is the Director's Office at Headquarters in Sacramento. This position will work under the direction of the Administrative Assistant to the Director of Parks. The incumbent will serve as the clerical assistant to the Planning, Policy and Program Committee (PPPC), and to the California Roundtable on Recreation, Parks and Tourism, as well as provide clerical assistance with miscellaneous assignments within the Director's Office. The incumbent will perform difficult and sensitive clerical work; keep organized meeting notes of complex policy issues; communicate effectively and professionally; follow oral and written directions; and evaluate situations accurately and take effective action. Duties will also include creating clear and comprehensive reports and keeping difficult records; meeting and dealing tactfully with the public; applying specific laws, rules and office policies and procedures; preparing correspondence independently, utilizing excellent grammar and spelling skills. The incumbent should have knowledge of and experience with various office machines and the ability to proficiently work with Microsoft Word and Excel programs. Candidates will be required to provide a valid typing certification for 40 WPM or more to be considered for this position. The incumbent's work schedule will be Monday through Thursday from 8:30a.m. to 5:30p.m. **State housing is not available.** For further information regarding this position, please contact Donna Plescia at (916) 653-8380.

**PARK MAINTENANCE SUPERVISOR (\$3580 - \$4308) – ACQUISITION AND
DEVELOPMENT DIVISION/ACCESSIBILITY SECTION**

This reporting location for this position will be One Capitol Mall in Sacramento. This position will work under the direction of the Park Maintenance Chief III. The incumbent plans and directs the work of the ACU crew and is firstline supervisor for five to six crew members including Park Maintenance Workers and Assistants. The mission of the ACU is the completion of the accessibility construction and barrier removal projects as directed by the Department's Transition Plan to comply with the Americans with Disabilities Act (ADA). February through November, the incumbent's work schedule will be Monday through Thursday from 6:00a.m. to 5:00p.m. During the months of December and January, the incumbent's work schedule will be Monday through Friday from 7:00a.m. to 4:00p.m. Possession of a valid California's driver's license is required. **State housing is not available.** For further information regarding this position, please contact Tom Kidder at (916) 708-2138.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

**PARK MAINTENANCE SUPERVISOR (\$3580 - \$4308) – DIABLO VISTA DISTRICT/
SILVERADO SECTOR**

The reporting location for this position is the Sonoma State Historic Park (SHP) Maintenance Shop. This position will work under the direction of the Silverado Sector Superintendent. The incumbent will plan, direct, and administer the day-to-day maintenance operations at Sonoma SHP and Petaluma SHP. The incumbent will supervise one Park Maintenance Worker I, two Park Maintenance Assistants and seasonal employees. The parks are located in beautiful downtown Sonoma and in rural Petaluma and host numerous high visibility special events, daily public tours and Environmental Living History Programs. Knowledge of contracts, purchasing, the CAMP program, Historic Structures and the Project Evaluation Form (PEF) process is desirable. **State housing may be available.** For further information regarding this position, please contact Mary Pass at (707) 939-2147.

PARK MAINTENANCE SUPERVISOR (\$3580 - \$4308) – MARIN DISTRICT/MARIN SECTOR

The reporting location for this position is the Maintenance Shop at Samuel P. Taylor State Park. This position will work under the direction of the Sector Superintendent. The incumbent will be responsible for the daily supervision and implementation of the maintenance programs for Samuel P. Taylor State Park, Tomales Bay State Park, Marconi Conference Center State Historic Park, and Olompali State Historic Park. This position will provide leadership and supervision for budgeting, contracting, fleet administration (VUR), CAMP/PID administration, vector control, hazmat, and AB 75 programs. The incumbent will supervise and manage road maintenance and the Category I projects. In addition, the incumbent will have the direct supervision of the Marin District's trails program. Candidates with a Class "A" California Driver's License are encouraged to apply. **State housing is not available.** For further information regarding this position, please contact Joe Rodgers at jrodg@parks.ca.gov.

**PARK MAINTENANCE SUPERVISOR (\$3580 - \$4308) – SANTA CRUZ DISTRICT/ROADS,
TRAILS, AND HEAVY EQUIPMENT PROGRAM**

The reporting location for this position is the Roads, Trails and Heavy Equipment Office located at Henry Cowell Redwoods State Park. This position will work under the direction of the District Maintenance Chief. The incumbent has supervisory oversight for the District's Roads, Trails, and Heavy Equipment (RTE) Program. A thorough understanding of trail and road construction and maintenance, design, and fleet management is required. The incumbent will be responsible for writing, obtaining, and managing grants for the District Trails Grant Program and will be responsible for managing the RTE program in CAMP. This individual will also serve as the District Trail Program Coordinator which involves working closely with and overseeing the work of outside interest groups. **State housing is not available.** For further information regarding this position, please contact Jack Kirchner at (831) 335-6389 or jkirc@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

PARK MAINTENANCE SUPERVISOR (\$3580 - \$4308) – TWIN CITIES DISTRICT/PRAIRIE CITY STATE VEHICULAR RECREATION AREA

The reporting location for this position is the Prairie City State Vehicular Recreation Area (SVRA). This position will work under the direction of the District Maintenance Chief. The incumbent will be responsible for supervision of Prairie City Maintenance staff and operation of the water treatment facility. **A Grade 1 or greater Water Treatment Operator Certificate is required. Please provide proof of eligibility with application.** This is a great opportunity for someone who wants a challenge, to expand themselves and be a team leader. Prairie City SVRA is the site of popular Hangtown motocross race. The incumbent will have the ability or willingness to learn to drive 4-wheel. **State housing is not available.** For further information regarding this position, please contact Randy Caldera at (916) 985-8521 or rcaldera@parks.ca.gov.

STAFF COUNSEL III (SPECIALIST) (\$7682- \$9478) – ADMINISTRATION/LEGAL OFFICE/ SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the General Counsel. The primary responsibilities will include providing legal advice and review, coordination and training in connection with the Department's administrative operations. As assigned, these matters will emphasize: highly sensitive formal and informal personnel and labor relations issues with may result in litigation before boards, commissions, hearing officers, administrative law judges, and trial or appellate courts in addition to departmental management and program staff, including the Director, Chief Deputy and Deputy Directors, and other senior DPR staff. This position will serve as lead attorney on administrative matters and will act as liaison and coordinator with the Office of the Attorney General in connection with litigation involving administrative matters. Frequent travel is required. **State housing is not available.** For further information regarding this position, please contact Bradly Torgan at (916) 653-6884 or Kelli McDowell at (916) 653-9905.

STAFF SERVICES ANALYST (\$2817 - \$4446) – COLORADO DESERT DISTRICT

The reporting location for this position will be the Colorado Desert District office located in Borrego Springs. This position will work under the direction of the District Administrative Chief. The incumbent is responsible for contract administration regarding Resources and Services contracts from developing bid packages to awarding the contract; monitoring payments and progress of contracts until completion; assisting with reconciliation of and balancing of Calstars; acting as lead for the front office and assisting with preparing monthly work schedules. This is a challenging job with great opportunities for personal growth and is in lively, creative work atmosphere. **State housing is not available.** For further information regarding this position, please contact Wendie Wallace at (760) 767-3174.

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The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

**STATE PARK PEACE OFFICER (RANGER) (\$3344 - \$5265) – TWIN CITIES DISTRICT/
CARNEGIE STATE VEHICULAR RECREATION AREA**

The reporting location for this position is Carnegie State Vehicular Recreation Area (SVRA). This position will work under the direction of the State Park Peace Officer Supervisor (Ranger). Carnegie SVRA is an active and growing Off-Highway Vehicle (OHV) Park. The duties of this position will have an emphasis on public safety patrol, resource management, and providing quality customer service to the OHV enthusiasts through teamwork. Recent acquisitions of new properties make this position an unprecedented opportunity for involvement in developing new park facilities, trails, and lands for public use. A high level of application of resource management, Global Positioning System/Geographic Information System mapping, and trail development concepts will be available. Operation of 4-wheel drive vehicles, motorcycles, and all-terrain vehicles is required – training will be provided. Defensive Tactics and Emergency Medical Responder Instructor status is desirable. **State housing may be available.** For further information regarding this position, please contact Gary Hughey at (925) 447-9027.

**STATE PARK PEACE OFFICER SUPERVISOR II (LIFEGUARD) (\$5031 - \$6676) – ORANGE
COAST DISTRICT/SOUTH SECTOR**

The reporting location for this position is the Orange Coast District Headquarters located in San Clemente. This position will work under the direction of the Sector Superintendent. The incumbent is responsible for overseeing and managing all aspects of the aquatic Sector operations including budgeting, expenditures, hiring, training and oversight of seasonal staff; selection of limited term upgrades; media contact; rescue boat operations; Junior Lifeguard program; public education on and off site, and shall act as critical incident command in aquatic emergencies. This position works actively with the Aquatics Specialist, other State Parks aquatic supervisors as well as neighboring Lifeguard agencies. The incumbent will work with the special events coordinator in the monitoring and aquatics aspects of special events and will make recommendations in the selection and number of surf camps and surf contests operating within the Sector. Park units under the State Park Peace Officer Supervisor II (Lifeguard) purview include Doheny, San Clemente and San Onofre State Beaches. **State housing is not available.** For further information regarding this position, please contact Rich Haydon at (949) 366-8529.

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STATE PARK PEACE OFFICER SUPERVISOR II (LIFEGUARD) (\$5031 - \$6676) – ORANGE COAST DISTRICT/NORTH SECTOR

The reporting location for this position is Bolsa Chica State Beach Park Headquarters. This position will work under the direction of the Sector Superintendent. The incumbent is responsible for overseeing and managing all aspects of the aquatic and interpretive Sector operations including budgeting, expenditures, hiring, training and oversight of seasonal staff; selection of limited term upgrades; media contact; rescue boat operations; Junior Lifeguard program; public education on and off site, and shall act as critical incident command in aquatic emergencies. This position works actively with the Aquatics Specialist, other State Parks aquatic supervisors as well as neighboring Lifeguard agencies. The incumbent will work with the special events coordinator in the monitoring and aquatics aspects of special events and will make recommendations in the selection and number of surf schools operating within the Sector. Park units under the State Park Peace Officer Supervisor II (Lifeguard) purview include Bolsa Chica and Huntington State Beaches. **State housing is not available.** For further information regarding this position, please contact Joseph Milligan at (714) 377-2187.

STATE PARK PEACE OFFICER SUPERVISOR II (LIFEGUARD) (\$5031 - \$6676) – SAN DIEGO COAST DISTRICT/NORTH SECTOR

The reporting location for this position is the San Diego Coast District North Sector Office. This position works under the direction of the North Sector Superintendent. Primary duties include management and supervision of the aquatic program, budgeting and fiscal management, oversight of one of the largest Junior Lifeguard Programs in the State, law enforcement supervision, and interagency public safety liaison. This position is second in the law enforcement chain of command and acts for the Sector Superintendent in his/her absence. Interpersonal skills and the ability to thrive in a team setting involving all disciplines of State Parks will be elements to success in this position. It poses a unique challenge for an individual capable of successfully balancing a myriad of responsibilities and demands. **State housing is not available.** For further information regarding this position, please contact Brian Ketterer at (760) 720-6375 or at bketterer@parks.ca.gov.

STATE PARK SUPERINTENDENT III (\$6360 - \$8438) – MARIN DISTRICT/MARIN SECTOR

The reporting location for this position will be the Marin Sector Office. This position will work under the direction of the Marin District Superintendent. The incumbent is directly responsible for the administrative, maintenance, visitor services, public protection, law enforcement, interpretation, real property management and resource and cultural management functions of: Mount Tamalpais State Park, China Camp State Park, Samuel P. Taylor State Park, Tomales Bay State Park, Marconi Conference Center State Historic Park and Olompali State Historic Park. The successful applicant will be someone who can work well with many different partnerships, understand diverse points of view and who can articulate the synthesis of these views to accomplish State Park goals. **State housing may be available.** For further information regarding this position, please contact Dave Gould at (707) 769-5665 ext. 224.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Assistant State Archeologist	May 2, 2008	Open (Non-promotional)
Associate State Archeologist	May 2, 2008	Open (Non-promotional)
Senior State Archeologist	May 2, 2008	Open (Non-promotional)
State Park Peace Officer Cadet (Lifeguard)	May 30, 2008	Open
State Park Peace Officer Cadet (Ranger)	May 30, 2008	Open